

**Michigan Department of Education/Office of Special Education and Early Intervention Services  
Individualized Education Program Team (IEPT) Addendum**

Student Name \_\_\_\_\_ Birthdate \_\_\_\_\_ Date \_\_\_\_\_  
Date of Current IEP Being Modified \_\_\_\_\_ School \_\_\_\_\_ Student ID \_\_\_\_\_

**PURPOSE**

An addendum may be used to **make minor changes** to a current IEP. The purpose of this IEP addendum is: *(Check all that apply)*

- ☐ Adding, modifying, or deleting instructional goals and objectives  
☐ Modifying the amount of time in the current program.  
☐ Adding, modifying, or deleting related services or provisions related to supplementary aids/services, assessment, or transportation.  
☐ Other \_\_\_\_\_

**PARTICIPANT SIGNATURES**

Student \_\_\_\_\_ Parent/Guardian \_\_\_\_\_  
General Ed Teacher \_\_\_\_\_ Eval Team Rep \_\_\_\_\_  
Special Ed Provider \_\_\_\_\_ Public Agency Rep \_\_\_\_\_  
Other \_\_\_\_\_ Other \_\_\_\_\_

**RATIONALE/PRESENT LEVEL**

Briefly state the reason that an addendum to this student's IEP is needed. If services and goals are to be added, update the statement regarding this student's **present level of educational performance**. Include enough detail to determine a starting point for instruction. *(Attach any new goal pages behind this page.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- ☐ In developing this IEP Addendum, the IEP Team members have considered the student strengths, parent concerns, the results of recent evaluations and assessments as well as the need for program accommodations/modifications due to special factors as listed on the current IEP.

**IEP MODIFICATIONS**

**PROGRAMS OR SERVICES**

<u>Program/Service</u>	<u>Rule Number</u>	<u>Amount of Time</u>	<u>Frequency</u>	<u>Location</u>
_____	R 340. _____	_____ per _____	_____ times per _____	_____
_____	R 340. _____	_____ per _____	_____ times per _____	_____

List any service(s) to be deleted here: \_\_\_\_\_

ACCOMMODATIONS/SPECIAL PROVISIONS/SUPPLEMENTARY AIDS/SERVICES/ PERSONNEL SUPPORT	FREQUENCY	LOCATION

**Special Transportation:** ☐ No ☐ Yes, specifics: \_\_\_\_\_

**Assessment:**

The student will participate in the following assessment(s) (see Section 9 of the IEP Manual):

**COMMITMENT SIGNATURES**

The **district** agrees with the IEP Addendum and its implementation. Unless noted otherwise, the Addendum will begin on: \_\_\_\_\_  
The duration of this addendum is the duration of the current IEP unless prior to that date and specified here: \_\_\_\_\_

District Representative \_\_\_\_\_ Date \_\_\_\_\_

I, as **parent/guardian/student**, 1) understand the Addendum contents, and 2) have been fully informed of my procedural rights. (Notice requirements attached): *(Choose one)*

- ☐ **Agree** with the IEP Addendum and its implementation.  
☐ **Do not agree** with the IEP Addendum and desire the current IEP to remain in effect.

DRAFT 4  
7/16/04

Parent/Guardian/Student \_\_\_\_\_ Date \_\_\_\_\_

## IEP ADDENDUM GUIDELINES

### PURPOSE

The purpose of the IEP Addendum is to **make minor changes** to the IEP during the year it is in effect. If substantial or comprehensive changes need to be made to a student's IEP, an IEP Team meeting should be convened to develop a new, complete IEP Team Report.

### REQUIREMENTS

Parents and school staff should be made aware of the following:

- Notification requirements to parents will be the same as for all other IEP Team meetings.
- Required IEP Team members **must be** present at the meeting when the IEP Addendum is developed.
- The IEP Addendum **does not** reset the due date for the next annual IEP Review.
- The IEP Addendum **must be** attached to the IEP that is being modified (all copies).
- Either the parent or the school district may request a full IEP Team Report in lieu of an IEP Addendum.

### POTENTIAL USES

The IEP Addendum may be used for the following reasons:

- To add, delete, or modify IEP goals and/or short-term objectives (However, this may require modification of the student's PLEP statement.),
- To change the amount of time and/or frequency for a program or related service,
- To add or delete a related service from an IEP (The IEP Team must have data to support this decision.),
- To add, delete, or modify a supplementary aid, program modification, or support to school personnel,
- To change a transportation provision,
- To change language related to state or district-wide assessment,
- To address the need for extended school year (ESY) services,
- To make short-term changes to the IEP, such as when a student needs Homebound or Hospitalized services,
- To make changes to a transfer student's IEP instead of completing a temporary placement form and completing a new IEP (Only for transfer students from other Michigan schools.).

### RESTRICTIONS

The IEP Addendum **may not** be used for the following purposes:

- To determine or redetermine any special education eligibility,
- To change the **type of program** for the student,
- To exit the student from special education.

## NOTICE REQUIREMENTS

The superintendent or designee of the operating district assures that:

- (a) To the maximum extent appropriate, a person who has a disability, including a person who is assigned to a public or private institution or other care facility, is educated with persons who do not have disabilities.
- (b) Placement of a person who has a disability in special classes, separate schools, or the removal of a person who has a disability from the general education environment occurs only when the nature or severity of the disability is such that education in a regular class using supplementary aids and services cannot be satisfactorily achieved.
- (c) The placement for the student is as close as possible to his or her home.
- (d) Unless the IEP of a student with a disability requires some other arrangement, the student is educated in the school that he or she would attend if nondisabled.
- (e) In selecting the least restrictive environment, consideration shall be given to any potentially harmful effects to the student or the quality of services that the student needs.
- (f) A student with a disability will not be removed from education in age-appropriate regular classrooms solely because of needed accommodations in the general curriculum.